

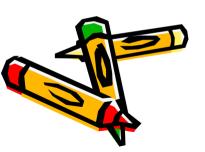
Student Data Upload Updating My Students

Pearson Access Training for TN-Achievement Spring 2009



Student Data Upload

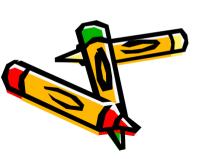
- As of January 23rd, Pearson uploaded your student's required data from a file received from EIS.
 - Required Data included:
 - · Last Name
 - · First Name
 - · Date of Birth
 - Social Security Number
 - Unique Student Identification Number
 - Ethnicity
 - · Gender
 - · Grade



Student Data Upload

- · Purpose of the student data upload?
 - NEW for Spring 2009!!

All public and state students taking the TN-Achievement test will receive a Pre ID answer document for students that were successfully uploaded in Pearson Access by 2/2/09.



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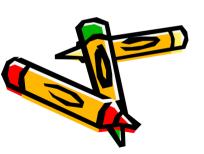
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NOT WHITE

What fields show on Pre-ID?

- Only certain REQUIRED demographics will print on the Pre-ID area of the student's answer document:
 - Last Name
 - First Name
 - Date of Birth
 - Ethnicity
 - Gender
 - Grade
 - Last 4 digits of student's USID
 - System Name and Code
 - School Name and Code



Sample of Pre-ID area on Answer Document

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USID: *****9753 Grade: 03

DOB: 05/07/1998 Gender: M Ethnicity: B

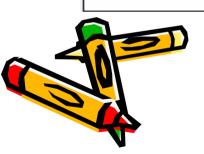
System: Sample County School: Sample School

00821-0020



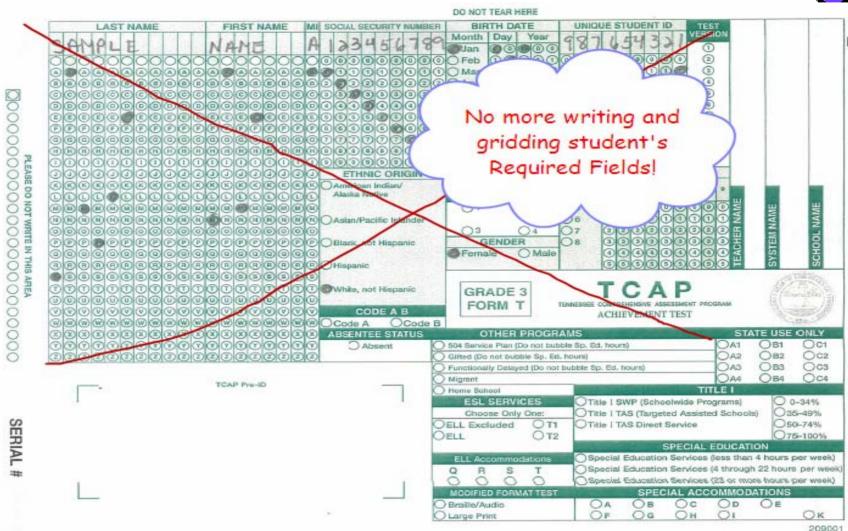
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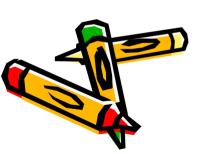
What does Pre-ID mean to me?





What will you need to write / grid on the Answer Document?

- Even with Pre-ID you are still required to write:
 - Teacher Name
 - System Name
 - School Name
 - Test Version



LAST NAME	FIRST NAME	MI SOCIAL SECURITY NUMBER	BIRTH DATE	UNIQUE STUDENT ID	TEST
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		Č	Functionally Delayed (Do no		OA3 OB3 OC3
	TCAP Pre-ID	7) Migrant		OA4 OB4 OC4
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DOB: 05/07/1998	Gender: M	Ethnicity: 8	Choose Only One:	OTitle I TAS (Targeted A	
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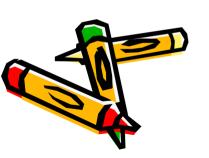
What happened between 1/23/09 and 2/2/09

 System and School Testing coordinators were instructed to review their list of students that were loaded into Pearson Access based on information provided by EIS.



1/23/09 thru 2/2/09 (continued)

- If students were missing or no longer at your school or system should have been updated those students
- If any REQUIRED information was incorrect, edits should have been made to those required fields.



Required Fields what came be updated?

- Required fields that could be updated included:
 - Last Name example misspelling or changed
 - First Name misspelled
 - Data of Birth Incorrect
 - Ethnicity Incorrect
 - Gender Incorrect
 - Social Security Incorrect or missing populated with all zero's.



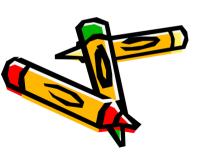
What Required fields can not be updated?

- Unique Student Identification (USID)
 - The USID that was received on the EIS data file is the state assigned USID.
 - USID are not to be changed
 - If you believe a student has an incorrect USID you must contact TDOE.



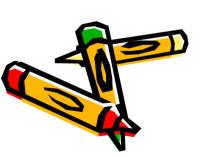
So what about the other student demographics'?

- EIS data file only included the required student information
- What are the "additional demographics" that were not included?:
 - Other Programs 504 Service Plan/Gifted/Migrant etc.
 - · Title I
 - ESL Services
 - Special Education
 - · Accommodations ELL or Special
 - Modified Format Test



Who has the additional student information?

As System and School Testing Coordinators you know your student's best and should have that information.



How long do I have to make my updates?

- Starting today, 2/9/09 through 3/20/09 updates can be made in Pearson Access.
 - NOTE CHANGE from 3/16/09 to 3/20/09
- After 3/20/09 you will need to write and grid the student answer document

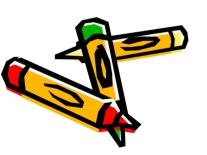


So how do I update my student's additional demographics?

- There are three ways you can update your student's additional demographic information in Pearson Access.
 - 1. Enter information on a student data file extract and reload in Pearson Access (Reverse SDU)
 - 2. Enter the information individually at the student level in Pearson Access
 - 3. Write and Grid each answer document as you have in the past

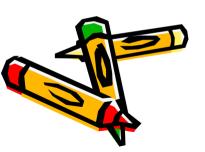
Reverse SDU

 A reverse student data upload otherwise known as reverse SDU is taking your student's information that is already in Pearson Access and adding to that information.



What will need to perform the Reverse SDU?

- In order to update your student's using the reverse SDU process you will need access to Pearson Access
 - System Testing Coordinators received their initial access by 1/15/09
 - System Testing Coordinators set up access for their School Testing Coordinators



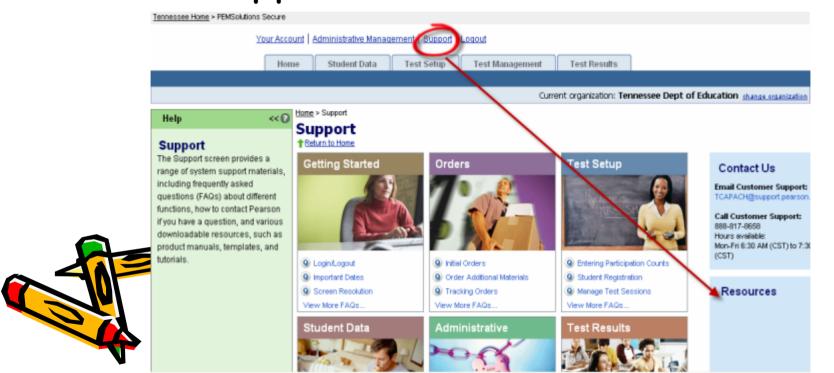
What else will you need for Reverse SDU?

- List of you students and their additional demographic information
 - Some Systems/School have this information stored electronically in student management data base
 - Some Systems/School have this information stored manually in student files.
 - Up to date student information in Pearson Access.



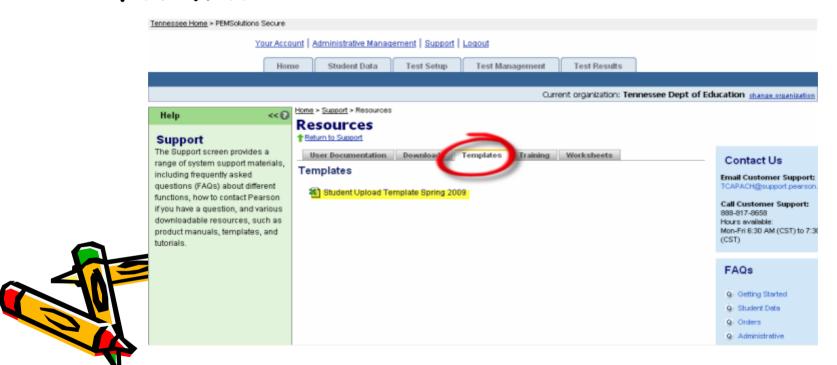
What else will you need for Reverse SDU? (continued)

 You will also want the SDU template located in Pearson Access in under the Support tab under Resources:



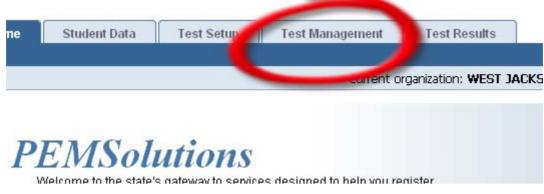
What else will you need for Reverse SDU? (continued)

 The SDU template can be found under the Template tab in the excel format:

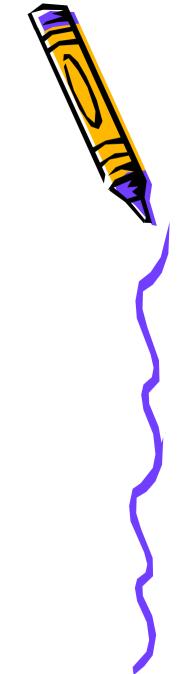


How do I pull the most current student information in Pearson Access

- 1. Log into Pearson Access
- 2. Home Page access Test Management tab.







Pulling currently student data from Pearson Access (continued)

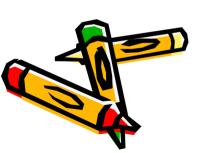
 Select Student Registration under the Test Management tab:

Home	e Student Data	Test Setup	Test Management	Test Results	
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				Current	organization: M
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	Test Manage	ment Ove	erview		
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and	↑ Return to Home				
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	Ass	ign students to neg	a online tests		
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	• Exa	mine and resolve issu	es with completed tests		

Pulling currently student data from Pearson Access (continued)

 Within the Student Registration tab, you will click the Request Registration File box

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submitted to nts are		School	starts with		
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included in e, then the		≥ Name	☑ Unique Student ID (USID)	 Scho
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Pulling currently student data from Pearson Access (continued)

 You will be prompted with a pop-up box asking if you are sure of your request, click yes





Pulling currently student data from Pearson Access (continued)

 After submitting your request you will receive an email when you file is posted:

Dear User.

You are receiving this email to notify you that your Student Registration File Extract has completed and is ready for you to download.

Project: Tennessee

Test Administration: TN ACH Spring 2009

Organization: ANDERSON COUNTY (000100000)

To view and download your file click on the following link or cut and paste it into your browser. http://cat.pearsonaccess.com/pearsonaccess/appmanager/tn/home? nfpb=true& pageLabel=pa2 testresults publishedreports page

If you have questions, contact the Pearson Support Center at TCAPACH@support.pearson.com or 1-888-817-8658.



Pulling currently student data from Pearson Access (continued)

 You will click on the hyperlink to access your file:

Dear User.

You are receiving this email to notify you that your Student Registration File Extract has completed and is ready for you to download.

Project: Tennessee

Test Administration: TN ACH Spring 2009
Organization: ANDERSON COUNTY (000100000)

To view and download your file click on the following link or cut and paste it into your bhttp://cat.pearsonaccess.com/pearsonaccess/appmanages/tn/home?_nfpb=teu_bb_page/

If you have questions, contact the Pearson Support Center at TCAPACH@support pear

Click

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Pulling currently student data from Pearson Access (continued)

 Your file will be located in Pearson Access under the Test Results tab/Published Reports



Pulling currently student data from Pearson Access (continued)

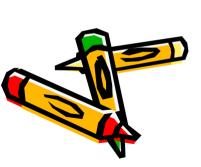
 You will be provided the link to your Student Registration File Extract:



What do I do with my file?

 Once you have requested your student registration file, you will want to save it on a secure drive so you can start making your updates.

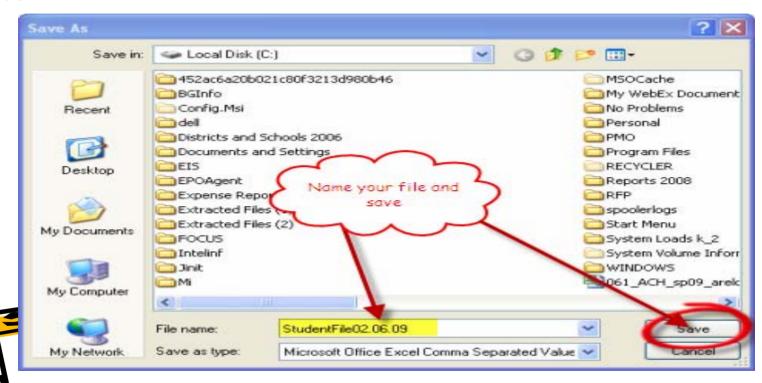






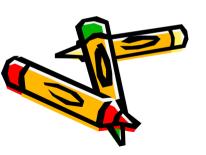
What do I do with my file? (continued)

 Save your file so you can begin your work:



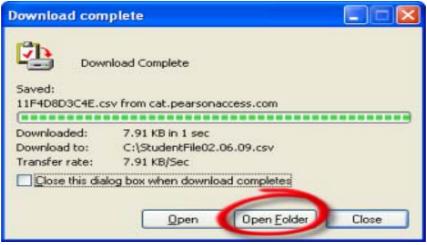
File Formats

 In order to make updates to your student registration file and reload into Pearson Access you must either retain the file format or put the data fields back to their acceptable formats.



Saving your file formats

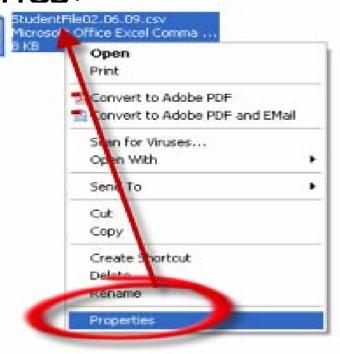
- To save your file formats from your CSV file, you first must change your file to a txt file.
- After you save your file, you can open the folder where it is saved:





Saving your file formats

 Right click on your file to view properties:



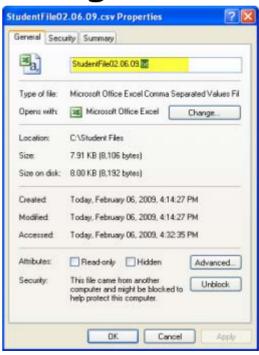


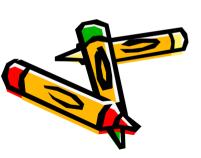
Saving your file formats

 In the upper box that contains your file name, you will change the csv to

txt

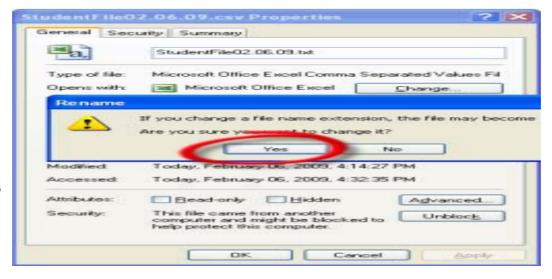
a.	Studen/File02.0/ 09.csv		
Type of file:	Microsoft Office Excel Comma Separated V	dues F	
Opens with:	Microsoft Office Excel Change	4	
Location:	C:\Student Files		
Size:	7.91 KB (8.106 bytes)		
Size on disk:	8.00 KB (8.192 bytes)		
Created	Today, February 06, 2009, 4:14:27 PM		
Modified:	Today, February 06, 2009, 4:14:27 PM		
Accessed	Today, February 06, 2009, 4:32:35 PM		
Altributes	Bead-only Hidden Agva	nced	
Security:	This file came from another computer and might be blocked to help protect this computer.	oloc <u>k</u>	





Saving your file formats

- After you change your file to txt, click OK.
- You will receive a pop up asking you again if you want to change, click yes.

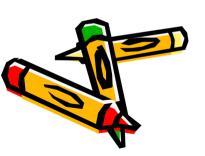




Saving your file format (continued)

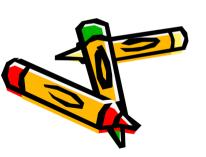
 Your csv file is now shown as a txt format file



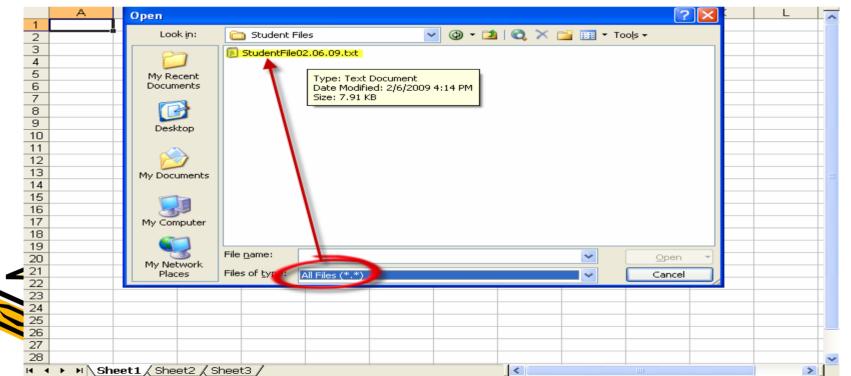


Working with your txt file

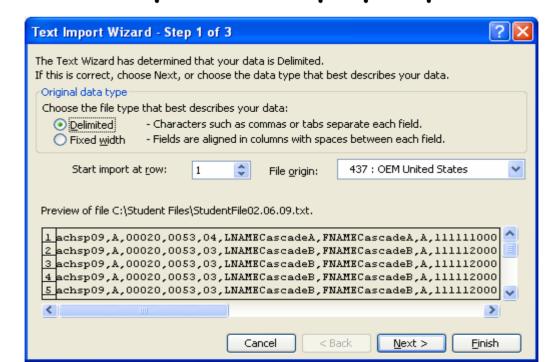
- Once you have saved your file as txt, you will want to open using Excel.
- · Open an Excel window
- In the upper left-hand corner click on open
- Select your student file in txt format

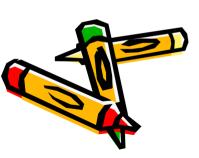


 You may need to select View All Files in the file type area to bring up your txt file:

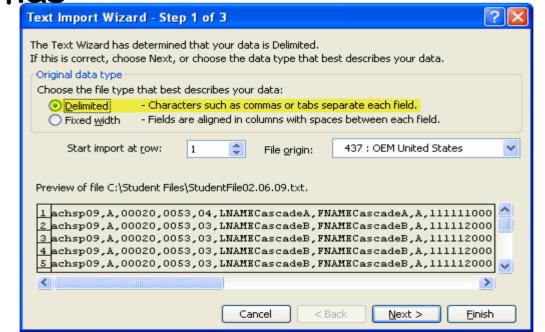


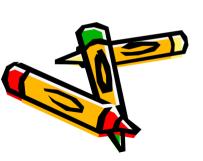
- · Click open to open your file in excel
- You will now have the Text Import Wizard Step 1 of 3 pop-up:





 You will want to click on the radio button for Delimited if not selected since the columns are separated by commas:

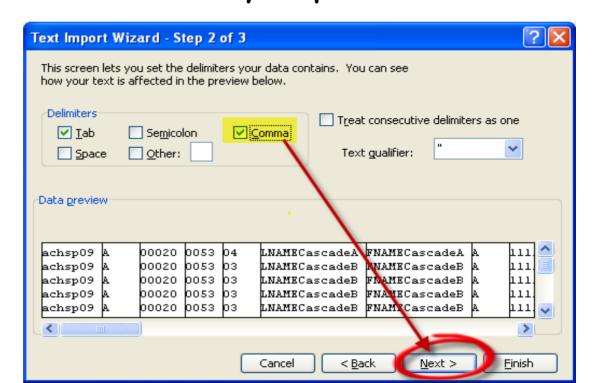




Click next to go to step 2

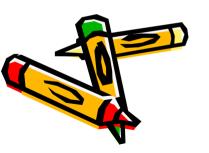
 Click the delimiter box for comma and your file will automatically separate into

columns:





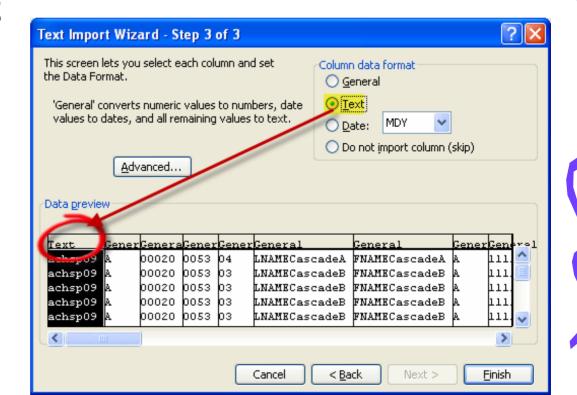
- Select next to go to step 3
- To keep the leading zero's in your file you will need to make sure you keep the column data format as txt.
- In step 3 you will see that your headers on your columns show general.

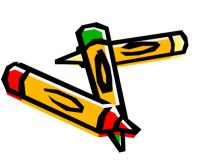


Select the radio button for Text

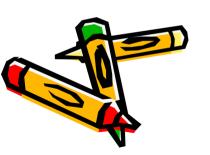
· Your first column now shows Text in

the header:





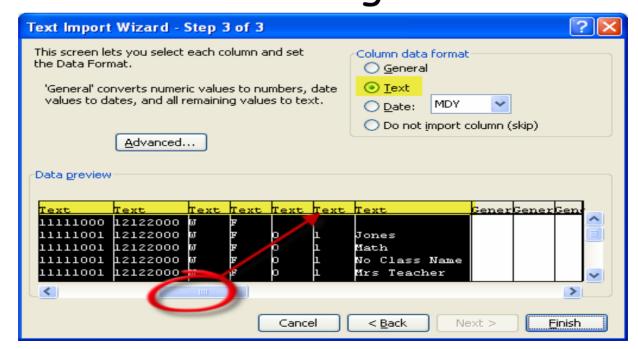
- Your text format needs to be carried over to all your columns
- To do this you can scroll the bar at the bottom of the columns to the end of your columns.
- While holding the shift key, click on the header of the last column



· This will highlight your columns.

 Select the radio button for Text to convert the data from general to

text





- You have now completed the Text wizard.
- · Click Finish to open your file in excel



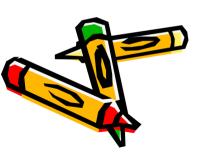


Working with your Excel file

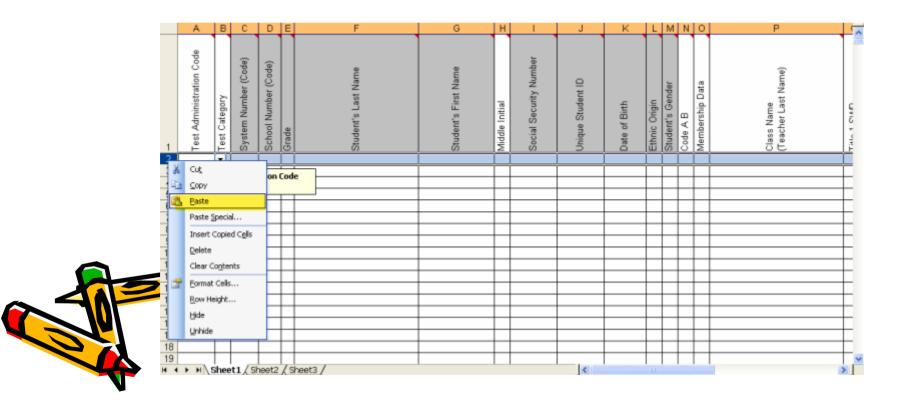
- · Your file is now in the excel format.
- You may need to widen your columns to view all your data, example column I which is SSN data:

	A	В	C	D	E	F	G	Н	1	J	K	L	M	N	0	
1	achsp09	Α	20	53	4	LNAMECa	FNAMECa	Α	1.11E+08	111111000	12122000	W	F			
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3	achsp09	Α	20	53			FNAMECa						F	0	1	Mε
4		А	20	53			FNAMECa				12122000		F	0		No
5		Α	20	53			FNAMECa				12122000		F	0		Mr
6	achsp09	A	20	53			FNAMECa				12122000		F	0		Jot
7	achsp09	A	20	53			FNAMECa				12122000		F	0		Mε
8	achsp09	A	20	53	3	LNAMECa	FNAMECa	A	1.11E+08	111111002	12122000	W	F	0	1	No
9	achsp09	A	20	53	3	LNAMECa	FNAMECa	A	1.11E+08	111111002	12122000	W	F	0	1	Mr
10		А	20	53			FNAMECa				12122000		F	0		Mε
11	achsp09	A	20	53	3	LNAMECa	FNAMECa	A	1.11E+08	111111004	12122000	W	F	0	1	No
12	achsp09	Α	20	53			FNAMECa			111111005			F	0		Ma
13		A	20	53			FNAMECa			111111005			F	0	1	No
14		Α	20	53	3	LNAMECa	FNAMECa	A			12122000		F	0	1	
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- You are ready to start making your updates.
- To assist you with the data fields of your file you will want to either insert the header row from the SDU template in your file first row using the copy insert function.



 Or you can copy and paste your file on to the SDU template.



 By using the template you will be able to use the help comments with each column

	A	В	C	D	E	F		.1	J	K	L	M	N	0	Р	
1	Test Administration Code	Test Category	System Number (Code)	School Number (Cade)	Grade	Student's Last Name	REQUIRED: ALPHA A-Z Must be between 2 and 25 characters in length.	rty Numb	Unique Student ID	Date of Birth	Ethnic Origin	Student's Gender	Code A B	Membership Data	Class Name (Teacher Last Name)	Tale 1 Otto
2	achsp09		20	53		LNAMECascadeA	FNAMECascadeA A	1111111000	11111000	12122000	W	F				- 4
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5	achsp09		20	53		LNAMECascadeB	FNAMECascadeB A	111112000		12122000		-	0		No Class Name	
5	achsp09		20	53		LNAMECascadeB	FNAMECascadeB A	1111112000		1.00	-	-	- 0		Mrs Teacher	
•	achsp09		20	53		LNAMECascadeC	FNAMECascadeC A	111113000	111111002	12122000	W	F	0	1	Jones	
3	achsp09		20	53		LNAMECascadeC	FNAMECascadeC A	1111113000	111111002	12122000	W	F	0	1	Math	
3	achsp09	А	20	53	3	LNAMECascadeC	FNAMECascadeC A	1111113000	111111002	12122000	W	F	0	1	No Class Name	
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Making your updates

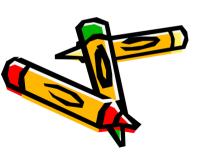
 You can continue to make updates to the additional demographics on your student data

	K	L	M	N	0	P	Q	R	S	T		UV	W	X	Υ	Z	AΑ	AB	AC	AD	ΑE	AF	AG	AH	AJ	AJ	AK.	AL	AT
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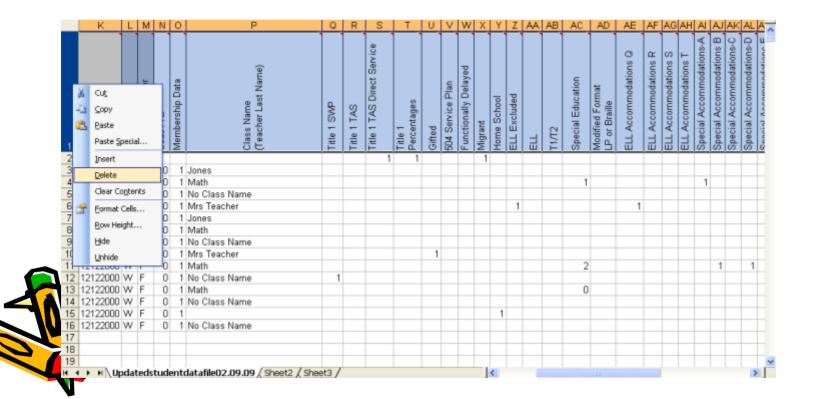
Saving your updates

 When you have finished making your updates, you will now need to save your file as a csv file which is the only file format acceptable for uploading back to Pearson Access

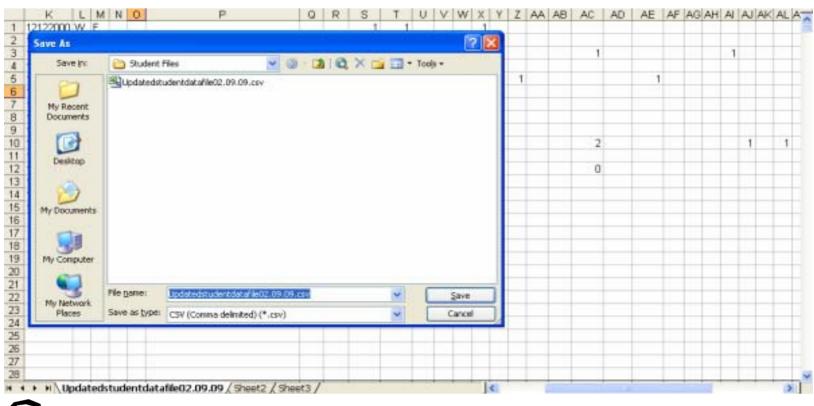


Saving your updates (continued)

• REMEMBER TO REMOVE THE HEADER!!!



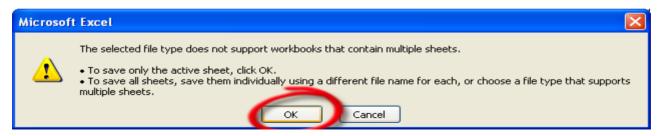
Saving your updates (continued)

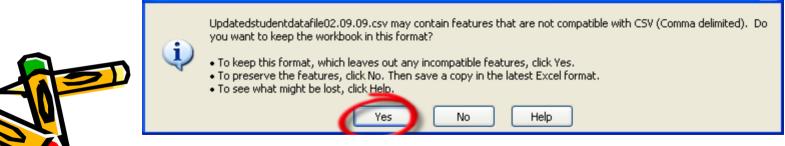




Saving your updates (continued)

· When saving as a csv file, you will receive a various pop-up's click ok to continue to save



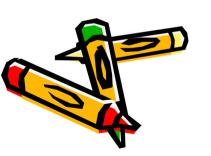




Microsoft Excel

Changing your file format without saving as a txt

• If you don't have the option to save your file as a txt or if you feel uncomfortable with the steps you need to take. You can also reformat your columns to set up your formats with leading zeros.



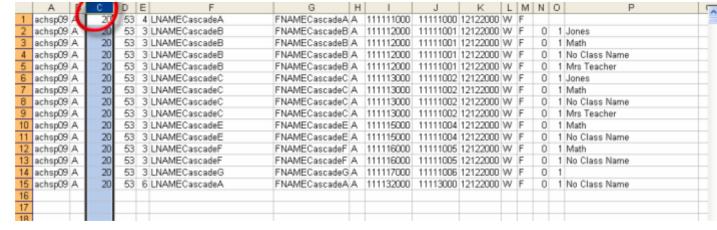
- After making your updates, you can format your cells to put the leading zeros back in columns:
 - C System Code
 - D School Code
 - E-Grade
 - I SSN
 - J USID
 - K- DOB



- The required lengths for these columns are as follows:
 - C System Code 5 digits
 - D School Code 4 digits
 - E Grade 2 digits
 - I SSN 9 digits
 - J USID 9 digits
 - K-DOB 8 digits



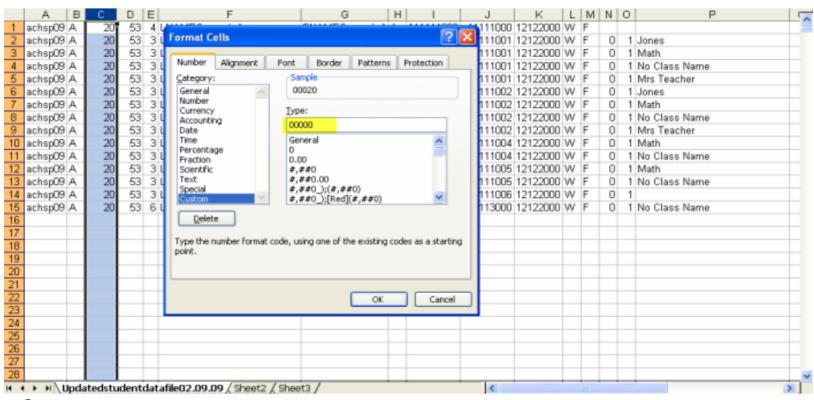
 To reformat your column you will need to select the entire column by clicking on the alpha character at the top of that column.





- You will then click on Format/Number and select custom.
- In the box that shows general, type in the required length for that column. Example 00000 for System Code.





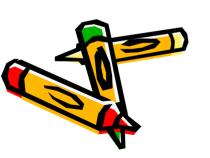


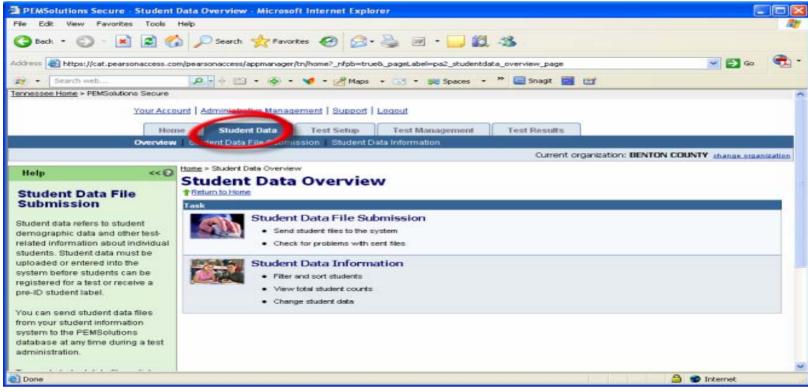
- Once you click ok you will see your leading zero's back in your column.
- Process to do this for all other required columns

		A	В	С	D	E	F	G	Н	I	J	K	L	M	N	0 P	
	1	achsp09	Д	00020	53	4 LNAN	/IECascadeA	FNAMECascadeA	А	1111111000	111111000	12122000	W	F			
	2	achsp09	A.	00020	53	3 LNAM	/IECascadeB	FNAMECascadeB	A	111112000	111111001	12122000	W	F	0	1 Jones	
	3	achsp09	A	00020	53	3 LNAN	/IECascadeB	FNAMECascadeB	Α	111112000	111111001	12122000	W	F	0	1 Math	
	4	achsp09	А	00020	53	3 LNAN	/IECascadeB	FNAMECascadeB	А	111112000	111111001	12122000	W	F	0	1 No Class Name	
	5	achsp09	A,	00020	53	3 LNAN	/IECascadeB	FNAMECascadeB	А	111112000	111111001	12122000	W	F	0	1 Mrs Teacher	
	6	achsp09	A	00020	53	3 LNAM	/IECascadeC	FNAMECascadeC	Α	111113000	111111002	12122000	W	F	0	1 Jones	
	7	achsp09	А	00020	53	3 LNAN	/IECascadeC	FNAMECascadeC	Α	111113000	111111002	12122000	W	F	0	1 Math	
	8	achsp09	Д	00020	53	3 LNAN	/IECascadeC	FNAMECascadeC	А	111113000	111111002	12122000	W	F	0	1 No Class Name	
	9	achsp09	A	00020	53	3 LNAN	/IECascadeC	FNAMECascadeC	Α	111113000	111111002	12122000	W	F	0	1 Mrs Teacher	
	10	achsp09	А	00020	53	3 LNAN	/IECascadeE	FNAMECascadeE	Α	111115000	111111004	12122000	W	F	0	1 Math	
	11	achsp09		00020	53	3 LNAN	/IECascadeE	FNAMECascadeE	А	111115000	111111004	12122000	W	F	0	1 No Class Name	
	12	achsp09	A.	00020	53	3 LNAN	/IECascadeF	FNAMECascadeF	А	111116000	111111005	12122000	W	F	0	1 Math	
	13	achsp09	А	00020	53	3 LNAN	/IECascadeF	FNAMECascadeF	Α	111116000	11111005	12122000	W	F	0	1 No Class Name	
\ \\	14	achsp09	А	00020	53	3 LNAN	/IECascadeG	FNAMECascadeG	А	111117000	111111006	12122000	W	F	0	1	
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	16																
	17																

Uploading your student data

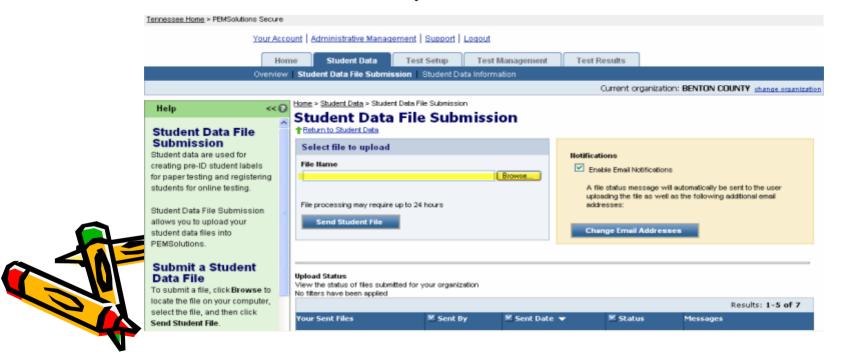
- You are now ready to reload your student data with the changes you have made
- You will need to log into Pearson
 Access and select the Student Data
 tab from the home page.



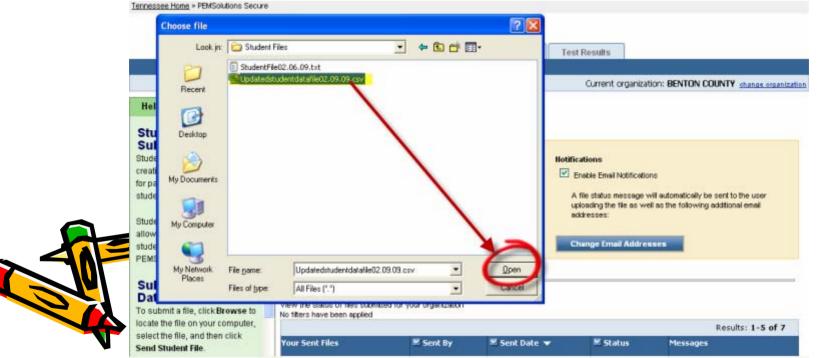


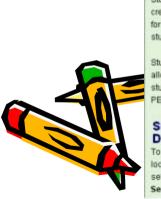


- · Select Student Data File Submission
- You will now browse your file in the select file to upload area:

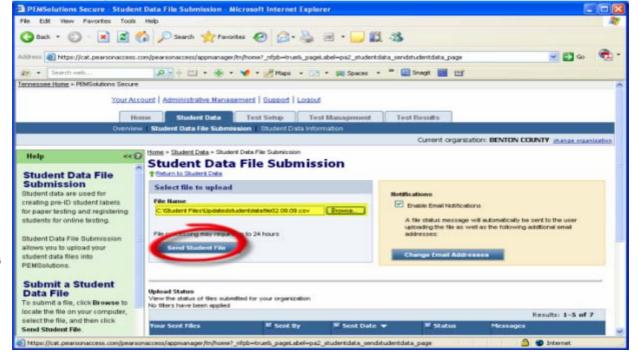


· Locate your updated csv file and select open at attach your file to Pearson Access



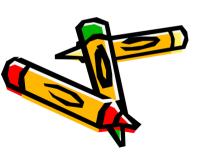


 Once your file is attached to Pearson Access you are ready to send your student file





- After sending your file, you will receive an email confirmation that your file has been submitted and is processing.
- You will also receive a follow up email with the status of your file. Your status could be No Problems, Problems or Rejected.



Dear User,

Status of your file upload is shown below:

Status: Processing

File Name: PDTESTv2.csv

Sent Date: 02/06/2009 01:56 PM

This information has been sent to you as a result of a status change for your file upload.

This email has been sent by an automated mailer. Please do not reply to this message.





· Sample of email no problems:

Dear User,

Status of your file upload is shown below:

Status: No Problems

File Name: PDTESTv2.csv

Sent Date: 02/06/2009 01:56 PM

Completion Date: 02/06/2009 02:52 PM

Click on the link below for status details

https://mts2.pearsonaccess.com:443/pearsonaccess/appman nfpb=true& windowLabel=pa2 fm loadStudents& urlTy

This information has been sent to you as a result of a status change for your file upload.

This email has been sent by an automated mailer. Please





File Status

 If your file has status you can click on the message area to see what the problems might be

No filters	have	been	applied
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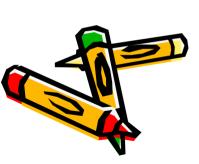
				Results: 1-5 of 8
Your Sent Files	☑ Sent By	☑ Sent Date ▼	⊠ Status	Messages
<u>Updatedstudentdatafile02.09.09.csv</u>	nortwe	02/09/2009 04:46 AM	Processing	n scessing.
<u>bentoncoextractreload.csv</u>	BentonCo	02/02/2009 11:01 AM	Complete with problems	2 records (6% of the file) had data problems.
BentonCoSampleRSDU5.csv	nortwe	01/19/2009 03:03 PM	Complete	All 35 records were successfully processed
BentonCoSampleRSDU2.csv	nortwe	01/19/2009 02:50 PM	Complete	All 35 records were successfully processed
BentonCoSampleRSDU1.csv	nortwe	01/19/2009 02:34 PM	Complete with problems	17 records (49% of the file) had data problems.

File Status (continued)

 When you click on the message you will come to View File Details that will give you what the problem might be, example of duplicate student record

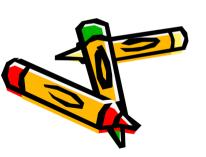
View File Details

Bedford RSDU-load2.csv download file File 0.4 Kb Sent By: Kristine Arens 01/19/2009 10:47 PM Data Problems in file Status 1 records (33% of the file) had data problems. Problems are encounted when the contents of your file does not match the specified file format or data in the file is incorrect. Export to Excel Results: 1-1 of 1 Students Data Problems invalid student test assignment Results: 1-1 of



Ready for your student uploads?

 You should now be ready to start sending those student data files to update your students.



Things to remember

- Student updates will be accepted in Pearson Access up until March 20th.
- You can still update students manually in Pearson Access up until March 20th
- You can still write and grid on the student's answer document



Support, who to contact

· TCAPACH@Support.pearson.com

- TN Customer Service Center
 - 1-888-817-8658

